



### Important Information for SRRF Applicants

For fiscal year 2008, applications for school revolving renovation funds will be accepted only for Priority One, health, safety, and compliance renovation projects.

As provided by statute, the maximum loan amount for each Priority category is \$1 million for the life of a building. Please review your SRRF funding history to ensure your current request does not exceed the statutory limit when combined with past SRRF loans provided for your school building. School administrative units may raise additional local funds to support projects.

Importantly, the Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project gets delayed. School administrative units will be responsible for project cost overruns. Therefore it is in the best interest of school administrative units to develop and submit accurate and timely budget information. Estimates from the Department's capital asset management database are not sufficient as stand-alone project cost estimates. Certified professionals such as architects, engineers, and industrial hygienists should be contracted or used by school administrative units to develop budget and bidding documents. The Bureau of General Services will advise you on the appropriate method to procure these initial professional services, based on the initial work being less than or more than \$25,000. Please contact Janet McLaughlin at [janet.mclaughlin@maine.gov](mailto:janet.mclaughlin@maine.gov) or 624-7351 for this assistance.

Loans, administered through the Maine Municipal Bond Bank, must be closed within 6 months of the award date of the eligibility certificate. The project must be completed and all requisitions for loan disbursement must be submitted within 18 months of the award date.

Retroactive projects (those that have begun work or been completed) are not eligible for funding consideration.

All SAUs with approved projects must contact the Bureau of General Services, which will assist you with obtaining and contracting for professional services and for construction, reviewing and approving construction documents prior to bidding, and with change orders. BGS will have more information for you when your project is approved by DOE.

## SRRF Process

1. A completed application is submitted by the SAU to the Department of Education for initial review.
2. The Department will review and rate applications for need. Applications which rate high enough for need are placed on an initial priority list and are then forwarded to the Bureau of General Services for a technical and cost review.
3. The technical review by BGS addresses three areas. First, has the SAU conducted a thorough evaluation of the issue(s) to be able to identify the cause(s) and other associated issues? Second, has the SAU identified and considered potential solutions and selected the one most appropriate for that facility and the SAU that solves the problem? Third, is the cost of the solution reasonable? BGS may need to communicate with the SAU or its consultants to clarify details, request further documentation, and/or conduct a site visit. When BGS completes its review they will notify the Department of the results of that review.
4. The Department will establish a final priority list and fund as many projects as resources allow.
5. The Department will provide Eligibility Certificates to SAUs with projects on the final priority list. SAUs must then contact the Maine Municipal Bond Bank to begin the loan application process. The loan closing must be completed within 6 months of the date on the Eligibility Certificate.
6. The SAU works with the Bureau of General Services regarding bidding documents, contracts, and other technical information.
7. As the project proceeds, requisitions for disbursement of loan proceeds along with copies of project invoices are submitted to the Department for approval. After the Department signs off, the requisitions are forwarded to the MMBB for payment. Certifications confirming project completion from the SAU, designer and contractor are required at the time the final requisition is submitted.
8. All project work must be completed and all requisitions for payment submitted within 18 months of the date on the eligibility certificate.